

FARLEY HILL PRIMARY SCHOOL



Intimate Care and Toileting Policy

Governing Body Responsibility: Full Governors Board	Approved: March 2025 (Reviews every 2 years)
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Intimate Care Policy

Farley Hill Primary School is committed to safeguarding and promoting the wellbeing of all our children.

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1. Introduction

Intimate care is any care which is associated with invasive procedures relating to bodily functions, bodily products and personal hygiene which demands direct or indirect contact with or exposure of intimate parts of the body, such as cleaning up after a child who has soiled themselves. In addition, some children may need help with dressing/undressing or using the toilet. Most children can carry out these functions themselves but it is recognised that some are unable to due to physical disability, learning difficulties, medical needs or needs arising from the child's stage of development.

Intimate personal care can be defined as any care which involves washing, touching or carrying out a procedure to intimate personal areas which most people usually carry out themselves but some pupils are unable to do because of their developmental stage, physical difficulties or other special needs. Examples include care associated with continence and menstrual management as well as more ordinary tasks such as help with washing, toileting or dressing.

It also includes supervision of pupils involved in intimate self-care.

2.Principles

2.1 The Governing Board is committed to ensuring that all staff responsible for the intimate personal care of pupils will undertake their duties in a professional manner at all times. It is acknowledged that these adults are in a position of great trust.

2.2 This school takes seriously its responsibility to safeguard and promote the welfare of the children and young people in its care. Meeting a pupil's intimate personal care needs is one aspect of safeguarding.

2.3 The Governing Board recognises its duties and responsibilities in relation to the Equality Act 2010 which requires that any pupil with an impairment that affects his/her ability to carry out day-to-day activities must not be discriminated against.

2.4 The child/young person's welfare is of paramount importance and his/her experience of intimate and intimate personal care should be a positive one. It is essential that every pupil is treated as an individual and that care is given gently and sensitively: no pupil should be attended to in a way that causes distress or pain. We recognise that there is a need to treat all pupils, whatever their age, gender, disability, religion, ethnicity or sexual orientation with respect and dignity when intimate personal care is given.

2.5 Staff will work in close partnership with parent/carers and other professionals to share information and provide continuity of care.

2.6 All staff undertaking intimate care must be given appropriate training

2.7 Staff will be supported to adapt their practice in relation to the needs of the individual pupils taking into account developmental changes such as the onset of puberty and menstruation.

2.8 This Intimate Personal Care Policy has been developed to safeguard children and staff and it applies to everyone involved in the intimate care of children.

3. Our Approach to Best Practice

Pupils who require regular assistance will have individual intimate care plans drawn up as appropriate to suit the circumstances of the child.

Where a care plan is not in place, parents/carers will be informed the same day if their child has needed help with meeting intimate personal care needs (e.g. has had an 'accident' and wet or soiled him/herself). It is recommended practice that information on intimate personal care should be treated as confidential and communicated in person.

Staff members who are known to the child will take on the responsibility for changing children. The staff member who is involved will always ask the child for permission to assist.

The child will be supported to achieve the highest level of autonomy and independence that is possible given their age, developmental stage and ability. Staff will encourage each individual pupil to do as much as his/herself as possible.

Careful consideration will be given to each child's situation. Every child/young person's right to privacy and modesty will be respected. **Two members of staff will be present when a child is toileted.**

Staff who provide intimate personal care understand best practice regarding infection control and are required to wear disposable gloves, aprons etc.

Adults who assist pupils with intimate personal care will be employees of the school, not students or volunteers, and therefore have the usual range of safer recruitment checks, including enhanced DBS checks.

All staff should be aware of the school's confidentiality policy. Sensitive information will be shared only with those who need to know.

Health & Safety guidelines should be adhered to regarding waste products. If necessary, advice should be taken regarding disposal of large amounts of waste products or any quantity of products that come under the heading of clinical waste.

No member of staff will carry a mobile phone, camera or similar device whilst providing intimate personal care. See school's Code of Conduct policy regarding mobile phones

It is a parent's responsibility to provide nappies, disposal bags and wipes.

4. Working with Parents

We believe that our partnership with parents is an essential principle in our setting and school, and is particularly necessary in relation to children needing intimate care. We recognise that the information required to carry out intimate care is gained from parents as is prior permission (see Appendices 1 and 2). We acknowledge that cultural influences may affect what is deemed 'intimate' and ensure we pay regard to social, ethnic and cultural perspectives through open dialogue with parents. If necessary and appropriate an "Intimate Care/Toileting Plan" will be drawn up by teachers in conjunction with parents and carers (Appendix 3).

Parents should be encouraged and empowered to work with staff to ensure that their child's needs are identified, understood and met.

When any intimate care is carried out on children with individual intimate care plans, it will be recorded on their own personal record (see Appendix 4). All information concerning intimate care procedures is recorded and stored securely.

We appreciate that sometimes children have toileting 'accidents' which are out of character for them. In the event of this, and in the absence of a personal intimate care plan, the child would be fully encouraged and supported to achieve the highest level of autonomy that is possible given their age and ability. Staff will encourage the child to do as much for his/herself as possible and parents will be informed the same day. This will be recorded on a class record (see Appendix 5). On the rare occasion that a child is soiled to a point where they are unable to clean themselves to a comfortable state, parents would be contacted immediately so that the child could be taken home for bathing.

5. The Protection of Children

The School's Child Protection procedures will be adhered to. All children will be taught personal safety skills carefully matched to their level of development and understanding to build their confidence and assertiveness about their own body and its worth. Confident and assertive children who feel their body belongs to them are less vulnerable to abuse.

From a child protection perspective, it is acknowledged that intimate personal care involves risks for children and adults as it may involve staff touching private parts of a pupil's body. In this school best practice will be promoted and all adults (including those who are involved in intimate personal care and others in the vicinity) will be encouraged to be vigilant at all times, to seek advice where relevant and take account of safer working practice.

If a member of staff has a concern about physical changes in a child's presentation, e.g. marks, bruises, soreness etc. s/he will follow our safeguarding procedures.

If a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be looked into and outcomes recorded. Parents/carers will be contacted at the earliest opportunity as part of this process in order to reach a resolution.

6. Allegations of Abuse

If a child makes an allegation against a member of staff, all necessary procedures will be followed. (See Safeguarding and Child Protection Policy and Procedures) Similarly, any adult who has concerns about conduct of a colleague at the school or about any improper practice will report this to the Head Teacher or the Chair of Governors, in accordance with the Child Protection procedures and 'Whistle-blowing' policy.

7. Health and Safety

Guidelines for Changing Children

- Disposable gloves and any other appropriate PPE should be worn when changing nappies/pants during intimate care.
- New PPE to be worn for every nappy/soiled underwear changing.

- Nappy/soiled underwear changing is undertaken in the appointed toilet on the changing mat
- If possible, children should be changed standing up to avoid staff lifting children.
- The child's skin should be cleaned with a disposable wipe. All cleaning wipes to be placed in nappy bags for disposal.
- Nappy creams/lotions should be labelled with the child's name and used only if prescribed for that child (by a Doctor) they must not be shared.
- The nappy should be folded inward to cover faecal material and disposed in a nappy bag. Soiled nappies should be disposed of into the bin provided. The disposal bin should be emptied regularly.
- Any soiled or damp clothing should be placed in a plastic carrier bag.
- Once the child has been changed and removed from the changing area, the surface should be cleaned with an antibacterial detergent spray or wipe and left to dry.
- Gloves, apron and any items used for cleaning the changing area will be wrapped and disposed of via domestic waste.
- Hands should be thoroughly washed afterwards.
- Complete the intimate care plan record.

8. Menstruation

Girls who are in the early stages of puberty may need support from a female member of staff. Where such assistance is required, girls will be provided with the sanitary towels and treated sensitively.

9. Out of School Trips, Clubs etc

Employees should take particular care when supervising pupils on trips or a residential setting or after-school activity. Although more informal relationships in such circumstances tend to be usual, the standard of behaviour expected of staff will be no different from the behaviour expected within school. Staff involved in such activities should also be familiar with their school's policy and guidance regarding out of school activities including risk assessments. **Toileting/intimate care arrangements should be considered in every risk assessment for school trips and visits.**

10. Policies

This intimate personal care policy should be read in conjunction with policies:

- Child Protection & Safeguarding Policy
- Health and Safety Policy
- Professional Code of Conduct and Confidentiality
- Equality Statement
- 'Whistle-blowing'
- Supporting Pupils with Medical Needs

The Governing Body reviews this policy every two years. The Governors may, however, review the policy earlier than this, if the Government introduces new regulations, or if the Governing Body receives recommendations on how the policy might be improved.

Appendix 1

(Letter to parent(s) outlining policy/procedures and their consent to carry out 'intimate care')

Dear Parents/Carers,

I am writing to you regarding occasions when your child may need support with intimate care routines. We have drawn up the attached guidelines to ensure that your child's needs are met in a professional and dignified manner at all times.

I would be grateful if you could sign and return the form attached once you have read the guidelines and agree to the school carrying out intimate care/toileting procedures when necessary.

Yours sincerely,

Headteacher -----

Appendix 2



Intimate Care: Parent/Carer Consent Form

PERMISSION FOR SCHOOL TO PROVIDE INTIMATE CARE	
Name of child	
Date of birth	
Name of Parent/Carer	
Address	
I give permission for the school to provide appropriate intimate care to my child (e.g., changing soiled clothing, washing and toileting)	☐
I will advise the school of anything that may affect my child's personal care (e.g. if medication changes or my child has an infection)	☐
I understand the procedures that will be carried out and I will contact the school immediately if I have any concerns	☐
I DO NOT give consent for my child to be washed and changed in case of a toileting accident. Instead, the school will contact me or my emergency contact and I/they will organise for my child to be washed and changed. I understand that if the school cannot reach me or my emergency contact, staff will need to wash and change my child, following the school's Intimate Care Policy, to ensure comfort and remove barriers to learning.	☐
Parent signature	
Name of Parent	
Relationship to child	
Date	

Appendix 3



Intimate Care Plan

PARENTS/CARERS	
Name of child	
Type of Intimate care needed	
How often care will be given	
What training staff will be given	
Where care will take place	
What resources and equipment will be used, and who will provide them	
How procedures will differ if taking place on a trip of outing	
Name of senior member of staff responsible for making sure care is carried out accordingly to the Intimate Care plan and policy	
Name of Parent or Carer	
Parent signature	
Date	
SCHOOL	
Signature of Head Teacher	
Date	

Appendix 4

RECORD OF INTIMATE CARE

Child's full name:..... DOB:.....

Name(s) of staff involved:.....

Date/Time	Procedure	Adult's initials	Comments	Parent/Carer's Notified

Appendix 5

CLASS TOILETING/ CHANGING RECORD

(To be completed after each 'Intimate care' activity)

Class _____

Child's Full Name	Date/Time	Adults initials	Comment: e.g. what action was taken	Parent/Carer's Notified